

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

BUDGET ANALYST 3

DEFINITION

Performs advanced journey level budget analysis work; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Reviews agency allotment requests based on authorized budget; recommends adoption or modification of requests.

Maintains historical cost data and prepares charts, graphs and reports for budget administration and fiscal analysis.

Provides consultative budget and management analysis service to agency staff regarding budget formulation, program operations and appropriations control; advises and assists with adherence to executive policies and legislative intent.

Conducts studies and surveys of organization, methods and procedures; prepares comprehensive reports of findings and recommendations.

Analyzes proposed legislation and policy revisions to assess budgetary impact upon new or existing programs; attends legislative budget hearings.

Assists in the development of standards and procedures for more efficient budget administration.

Gives guidance and direction to subordinate employees engaged in budget control and program activities.

COMPETENCIES REQUIRED

Considerable knowledge of State budgeting and accounting procedures and policies.

Considerable knowledge of the operating programs, functions and objectives of the agency for which budget services are rendered.

Ability to analyze program and accounting details in order to identify and apply significant data in preparing budget projections, estimates and reports.

Ability to establish and maintain effective working relationships with agency representatives, employees and state officials.

Ability to make mathematical computations and cost estimates.

Ability to present facts and recommendations in a clear, concise and logical manner, orally and in writing.

Ability to apply budget activity circulars, instructions, memorandums and regulatory guides.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a Bachelor's Degree in accounting, finance or business administration and three years of full-time experience in professional level budget analysis or fiscal management work;

OR

an equivalent combination of education and experience, substituting one year of full-time experience in professional level budget analysis or fiscal management work for each year of the required education with a maximum substitution of four years;

OR

substituting one year of a successfully completed Master's degree program in Business Administration or Public Administration for one year only of the required experience;

OR

Employees with current continuous experience in the state executive branch that includes (12) twelve months of full-time work as a Budget Analyst 2.

Effective Date: 1/12BR